

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604

*TRADOC Supplement 1 to AR 600-8-22

01 November 2017

Personnel - General

MILITARY AWARDS

FOR THE COMMANDER:

OFFICIAL:

PAUL M. BENENATI
Major General, U.S. Army
Deputy Chief of Staff



RICHARD A. DAVIS
Senior Executive
Deputy Chief of Staff, G-6

History. This is a major revision to United States Army Training and Doctrine Command Supplement 1 to Army Regulation 600-8-22, dated 6 December 1999.

Summary. This publication is supplement 1 to Army Regulation 600-8-22, dated 25 July 2015. This supplement updates United States Army Training and Doctrine Command (TRADOC) military awards and decorations policy and makes changes to administrative procedures.

Applicability. This supplement applies to all TRADOC installations and activities.

Supplementation. Further supplementation of this regulation is prohibited without prior approval from U. S. Army Human Resources Command.

Suggested Improvements. Forward requests for supplementation on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) through Commander, TRADOC, ATTN: ATBO-BP, 661 Sheppard Place, Fort Eustis, Virginia 23604-5700 to USAHRC, ATTN: AHRC-PDP-A, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122-5408.

Availability. This publication is distributed through the TRADOC Administrative Publications website at <http://adminpubs.tradoc.army.mil>.

* This supplement supersedes TRADOC Supplement 1 to AR 600-8-22, dated 6 December 1999.

Supplement Army Regulation 600-8-22, 25 July 2015, as follows-

Paragraph 1-14, Time limitation

At the end of subparagraph 1-14b, append the following sentence: “Submit recommendation for awards to be processed at HQ TRADOC to reach this headquarters, ATTN: ATBO-BPS, as indicated below.”

After paragraph 1-14b, add the following subparagraphs:

“(1) Awards for HQ TRADOC approval – no later than 60 days prior to date of presentation. Recommendations submitted within 14 days of presentation date will include a letter of lateness, addressed to Commander, TRADOC, which states specific reasons for the late submission. Letters of lateness must be signed by a GO/SES.

(2) Awards requiring HQDA approval – will be initiated sufficiently in advance to arrive at HQ TRADOC no later than 90 days prior to desired presentation date.

(3) Awards for foreign military personnel requiring HQ TRADOC approval – will be initiated sufficiently in advance to arrive at HQ TRADOC no later than 120 days prior to desired presentation date.

(4) Awards for foreign military personnel requiring Secretary of Defense and HQDA approval – will be initiated sufficiently in advance to arrive at HQ TRADOC no later than 5 months prior to desired presentation date.

(5) Awards for achievement – no later than 60 days subsequent to the ending date of the achievement. Recommendations submitted 30 days or more after achievement end date will include a letter of lateness addressed to Commander, TRADOC, which states specific reasons for the late submission. Letters of lateness must be signed by a GO/SES.”

Paragraph 1-20, Interim awards and awards of a lesser decoration

At the end of paragraph 1-20a, append the following sentence: “If an interim award has been presented, attach a copy of the issuing permanent order and a copy of the signed certificate with the award recommendation.”

Paragraph 1-23, Recognition upon retirement

At the end of paragraph 1-23b(1), append the following sentence: “When the period of service exceeds the period served in the recommending command, limit such extended periods to the last 10 years.”

Paragraph 1-38, U.S. awards to foreign military personnel

At the end of paragraph 1-38d, append the following sentence: “Award recommendations for LM must include the appropriate degree from Table 1-2 in block 10 of DA Form 638, Recommendation for Award.”

Paragraph 1-50, Reports of number and types of decorations awarded

After paragraph 1-50a, add subparagraphs 1-50a(1) and 1-50a(2) as follows:

“(1) TRADOC immediate subordinate commands will forward consolidated reports of TRADOC units and activities aligned under their respective command to arrive at HQ TRADOC not later than 15 January of each year. Include all awards approved by all award approving authorities under the purview of the TRADOC subordinate command units and activities.

(2) Reports may be submitted electronically or via mail. Contact the POC at TRADOC G-1/AG for submission of electronic reports. Hard copy reports may be mailed to Commander, TRADOC, ATTN: ATBO-BP (Military Awards), 661 Sheppard Place, Third Floor, Fort Eustis, VA 23604-5700.”

Paragraph 3-20, Rules for processing DA Form 638

At the end of paragraph 3-20a, append the following: “All TRADOC Military Award recommendations will be sent electronically to designated e-mail. No PDF files or copies of recommendations will be accepted. Award recommendations for award of the Defense Meritorious Service Medal, the Joint Service Commendation Medal, and the Joint Service Achievement Medal submitted for approval by CG, TRADOC, will be submitted electronically in the format directed by DoD Manual 1348.33, volume 4.”

After paragraph 3-20r, add subparagraphs 3-20r(1) and 3-20r(2) as follows:

“(1) Narratives to support award of the DSM should be double-spaced and between six to eight pages in length. For retirement, narratives must cover a 10-year period. Do not include proposed citations for the DSM in the proposed citation block. Prepare a separate one-page, double-spaced, proposed citation as an enclosure to the recommendation. Additionally, DSM recommendations must include a proposed memorandum, citing specific accomplishments for signature by CG, TRADOC.

(2) Narratives to support award of the Legion of Merit (LM) for retirement should be double-spaced and can be up to 2 pages in length when covering a 10-year period. Proposed citation should be prepared on a separate sheet of paper and should be 9 to 12 lines in length.”

After paragraph 3-20x, add paragraph 3-20y as follows:

“y. PCS/Service/Achievement Awards will include a current DA Form 705 (APFT), Officer Record Brief/Enlisted Record Brief (ORB/ERB). Award recommendations that are

transitioning (retirement, medical retirement, ETS, REFRAD, etc.) required a copy of the retirement or REFRAD order.”

Chapter 11. Trophies and Similar Devices Awarded in Recognition of Accomplishments

After paragraph 11-4, add paragraph 11-5 as follows:

“11-5. Military Coins in TRADOC

TRADOC Regulation 672-6, dated 6 February 2001, provides TRADOC policy and procedures for the purchase and award of military coins within TRADOC.”